

72-4688

Executive Registry

DD/S FEG 128-334/7

FILE Training 3
20 December 1972

29 DEC 1972

MEMORANDUM FOR: Deputy Director for Support
Director of Training

SUBJECT : Personnel Management and Development

REFERENCE : Memo to ExDir from DTR dtd 17 Nov 1972,
Subject as above

1. Pursuant to the Deputies Meeting of 14 December, I believe we can take the first of the memoranda attached to referent, "Use of Training in Personnel Management and Development," as approved and proceed to use this as Agency policy. I have checked with the Director, and he concurs with this.

2. In accordance with the same meeting, I believe we have some more work to do on the second memorandum, "Organizational Support of Training." The discussion clearly brought out some question by the Deputies as to the Managerial Grid and the degree of effort we devote to it. At the same time, the Deputies indicated a great interest in training in Fundamentals of Supervision and Management for various levels of supervisors, running from the lowest level with a small group to senior officials. Obviously the level of training for each should be tailored. It was agreed that this matter would be referred to the Training Board of Visitors, supported by the staff work of the Office of Training, to review this subject and come up with proposals for improvement. The sense of the meeting was that the Deputies concur that all levels of supervision should have appropriate training (although it was agreed that the decision on individual training assignments should be left at the directorate level with periodic reports to the Executive Director as to compliance or waiver of the requirement).

3. Since the main thrust of the discussion was on (A) and (B), I do not believe we adequately covered points (C) and (D) with respect to

ADMINISTRATIVE--

EE ONLY

~~ADMINISTRATIVE--INTERNAL USE ONLY~~

training officer and training requirements, although these were generally discussed. If these can be processed through the Board of Visitors, however, I believe the groundwork has been done for a specific program more or less along the lines outlined in (C) and (D).

/s/ W. E. Colby

W. E. Colby
Executive Director-Comptroller

DD/S Distribution:

Orig - DTR

1 - DD/S Subject, w/Ref (DD/S 72-4313) + Background ✓

~~ADMINISTRATIVE--INTERNAL USE ONLY~~

WEC via RSW

*WEC's memo is not
entirely clear to me,
particularly the last sentence
in para 3. Perhaps it
will be to you and
to*

STAT

*Recommend you initial
and forward to DTR -*

*P.S. - Believe we should send
a copy of the memo to
S/Personnel*

AGREE

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director - Comptroller			20 Dec 72